



Civilian Human Resources Council (CHRC) Fact Sheet



Transition Pay Information

On August 14, 2011, current Navy and Army civilians assigned to the National Naval Medical Center (NNMC), the Walter Reed Army Medical Center (WRAMC) and DeWitt Army Community Hospital (DACH) will be changed to DoD Civilians and will be transferred into a new department in either the Walter Reed National Military Medical Center (WRNMMC) or the Fort Belvoir Community Hospital (FBCH). This move has been carefully orchestrated with the civilian payroll unit in the Defense Finance and Accounting Service (DFAS) which has provided the information in this paper.

Pay Date. The Army and Navy have traditionally paid their employees on a different day. Navy employees have been paid the first Friday after the end of a pay period, while Army employees have been paid the second Thursday. This differing pay schedule will continue into the new hospitals.

- Employees who will be working at WRNMMC and associated clinics will be under the Navy pay cycle and their actual pay date will be on the Friday after the end of the pay period.
- Employees who will be working at FBCH and associated clinics will be under the Army pay cycle and their actual pay date will be on the second Thursday after the end of the pay period.

If you will be moving onto a new pay date, you will see this change in late September, 2011.

Leave Balances. All Annual, Sick, Donated, Restored Annual, Advanced Sick and Military leave balances will be transferred with you when you become Department of Defense (DoD) civilians.

BRAC Leave, Compensatory Time and Credit Hour balances: Any leave you have as BRAC Leave, Compensatory Time and/or credit hour balances at the time of the transfer will be paid to you.

Time-Off Awards and Travel Compensatory Time: Any Time-Off Award and Travel Compensatory Time balances at the time of the transfer **will be forfeited and cannot be reinstated**. You are strongly advised to schedule and use this leave balance to avoid the loss of the award. Supervisors can also delay giving you the Time-Off award until after transition so you have time to take the award later in the year.

Leave and Earnings Statements (LES): Employees will receive their Leave and Earnings Statement (LES) and W2 in the same manner as they do today. One W2 and one LES will be issued for time employed by both agencies.

Payroll Data/Information: All deductions, addresses, direct deposit information, bonds, charitable contributions, allotments, health and life insurance, etc, will continue as they are today. Employees should notice little or no difference in the payroll process. Employees' net pay will continue to be delivered in the same manner that it is today; in other words, if you have direct deposit, it will continue exactly as it exists today.

Customer Service Representatives (CSR) and Timekeepers: In many cases, your CSR and timekeeper may change because of the transfer. You will be provided more information on this in the days ahead.